Alabama Centralized Email

Changing Passwords

State of Alabama – ACE Hosted E-Mail System
Changing your Password

Changing your Password in Outlook 2002

Step 1. Launch Outlook, click on the icon

Step 2. When the **Enter Password** dialog is displayed, click on *Change Password* button. (screen below)

Step 3. Enter your old ACE e-mail password in the **Old Password** field, Enter your new *Complex* password in the **New Password** field, and re-enter your new *Complex* password in the Confirm New Password field, then click OK to continue. Check Appendix A for additional information on what the requirements are for Complex Passwords.

Step 4. If you receive an error (such as the one below) click OK and repeat the above step.

Changing your Password in Outlook Web Mail

Step 1. If you are already using Webmail skip to Step 4, otherwise Launch Microsoft Internet Explorer (IE 5.0 or later)

Step 2. On the browser address line, type http://webmail.alabama.gov <enter>

Step 3. When the following screen appears in the browser, under Webmail Login, enter your e-mail address (Example: acetest2@isd.alabama.gov), then enter your password.

Step 4. Once Webmail screen appears (see screen below)
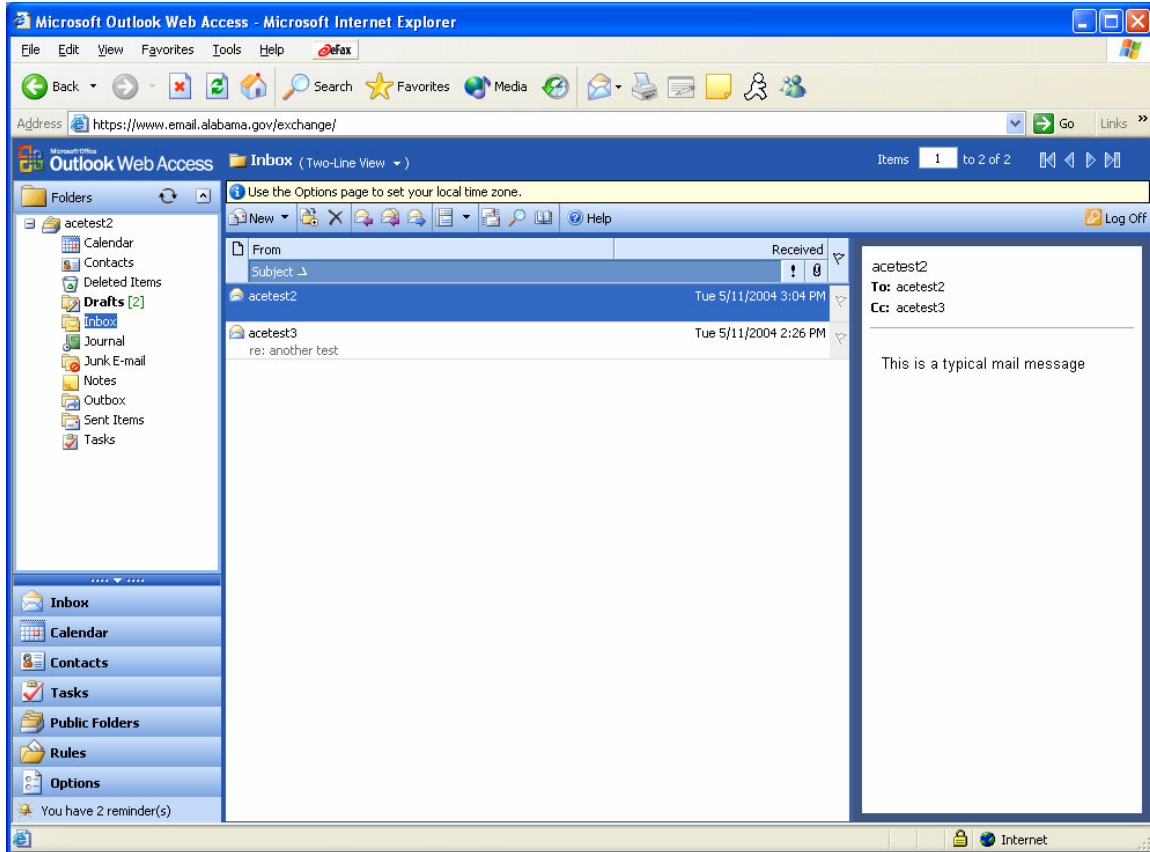
Step 5. Click on *Options* from the list presented on the left navigation bar. (as shown above)

Step 6. Scroll down and locate the Change Password button located near the bottom of the page. Click the Change Password button; this will launch the page to change your password.

Step 7. On the Change Password page, type your Windows 2003 user account name in the **Account** field, type your old password, type the new *Complex* password and confirm that same *Complex* password. Click *OK* to complete the Change Password process. If errors are received please repeat the process. Check Appendix A for additional information on what the requirements are for Complex Passwords.

Appendix A: Additional information

Password Complexity Rules

Your passwords must meet the following requirements:

1. Cannot contain any or all of the users' name.
2. Must be at least 8 characters.
3. Must contain characters from 3 of the following categories.
    a. Uppercase English letters, (A to Z)
    b. Lowercase English letters, (a to z)
    c. Number 0 to 9
    d. Non-alphanumeric characters, (!, @, #, $, etc.)

Tips for Complex Passwords

The reluctance to use the complexity rule stems partly from users' thinking it's to complex. Nothing is further from the truth. Id6c@n is a prime example of an easy to remember password.

G=Great
D=Danes
r=are
b=big
#=pound
4=four
#=pound

Msi5!YOld = My son is 5 years old
sgr&sp1ce = Sugar and Spice
Ig2s@9t = I go to sleep @ 9 tonight. Simple.
Mi1omfs = Mash is one of my favorite shows.
GDrb#4# = Great Danes are big pound for pound. (The dogs that is.)

Using sentences to create complex passwords is a good way to make the password simpler.
So, password complexity isn't all that hard to use after all. Password complexity = password simplicity.

Current ACE Hosted E-Mail Password Policies

1. E-mail passwords will require a password change every 90 days.
2. E-mail passwords require a minimum length of 8 characters
3. E-mail passwords are remembered by the system for 12 passwords. You will have to have a unique password each Password Change for 12 passwords.
4. Complex password will be required